



## **Staff Report**

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### **DISCUSSION AND DIRECTION REGARDING COMMUNITY PARTICIPATION IN CITY MANAGER INTERVIEW PROCESS**

Honorable Mayor and Council Members:

#### **Summary**

Staff is seeking direction on the process for involving community members in the interview process for the City Manager position.

#### **Background**

This item was continued from the February 8, 2005 meeting due to the absence of two Council Members.

The close date for applications for the City Manager position was January 7, 2005. Bob Murray, the principal consultant from Bob Murray & Associates Executive Search Firm, has completed his pre-screening of the candidate pool, and has made recommendations regarding candidates that Council may wish to interview. Friday, February 25 has been set aside as the date when Council plans to interview candidates, and Friday, March 4 has been reserved for follow up interviews for final candidates. As part of the final interview process, Council may wish to include input from community members and city staff members. The role of the community and staff interview panels would be to provide input to Council on the strengths and weaknesses of the final candidates.

#### **Discussion**

Staff is seeking direction from Council on the process for including community members in the final interview phase for City Manager candidates. One possible approach, which Mr. Murray has found to be effective in the past, is for each Council member to name one community member to the community interview panel. Should Council choose to use this approach, the process for creating the community interview panel could be as follows:

- Each Council member would provide the name of one primary and one alternate community panel member to the Human Resources Director.
- The Human Resources Director would contact the recommended community panel members to make arrangements to participate on the interview panel.
- In the event the primary nominee is unavailable to participate in the interviews on the scheduled date, the Human Resources Director would contact the alternate community member.
- Once the community panel members were confirmed, the Human Resources Director would advise Council of the final members.

In the past, Council has included input from department heads in the interview process for the City Manager position. Staff is also seeking concurrence from Council on department head involvement.

#### **Fiscal Impact**

No Fiscal Impact.

#### **Public Contact**

Posting of City Council agenda.

#### **Recommendation**

1. Provide direction to staff on the participation of community members in the City Manager interview process, and the process for assembling the community panel.
2. Provide direction to staff regarding the participation of staff in the final interview process.

#### **Alternatives**

1. Provide alternative direction.

#### **Attachments**

None.

Respectfully submitted,

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Deirdre Dolan  
Human Resources Director